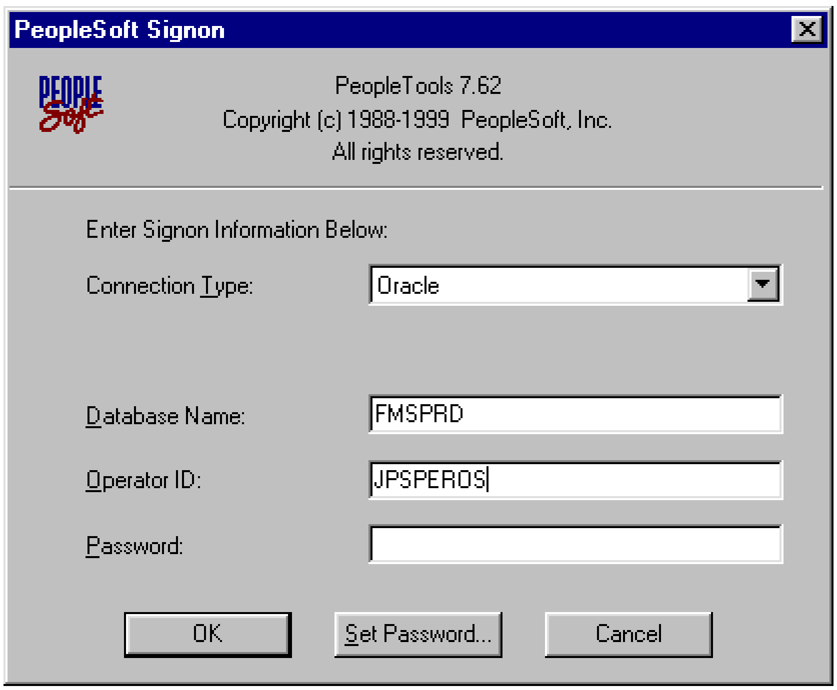
How do I do a Return to Vendor (RTV)?

When you return goods or services purchased against a purchase order to the vendor, you must enter a Return to Vendor into the system by specifying the Purchase Order or Receipt against the Purchase Order from which the materials were acquired.

Login	1. Login into the PeopleSoft system and prepare to receive shipments.
Return to Vendor	2. The users will be required to generate an RTV to return all goods and services to vendors that do not meet our requirements.
RTV Detail Report	3. This report will be generated by the user for record keeping of all “Return to Vendors”
RTV Credit Report	4. All users will be able to run this report and view credits applied to a vendor.

Step 1: Login

- ➢ Launch the PeopleSoft Signon from the Novel Application launcher.
  - o Connection type “Oracle” (Defaulted)
  - o Database Name “FMSPRD” (Defaulted)
  - o Enter your login name. (UPPERCASE only)
- ➢ Password is left blank.
- ➢ Click “OK”



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Step 2: Creating an RTV

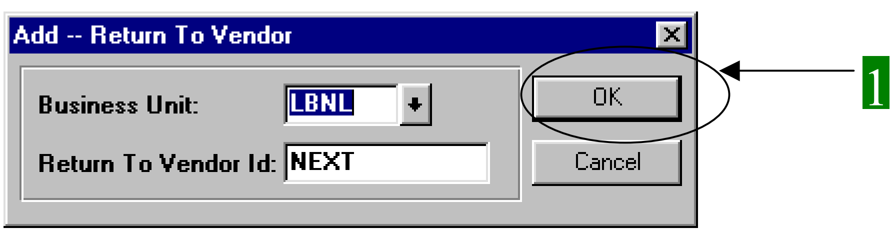
Use the Vendor Returns Header panel to enter information related to the entire Vendor Return transaction.

Enter the RTV Header information and select either the Purchase Order or the Receiver you want to return. Vendor returns can only be entered against either the Purchase Order or the Receiver. To return a line item, on the Purchase Order, that requires receipt, a receiver ID must be selected to process the return.

- Purchase Order selection panel will issue an error message, if the user selects a Purchase Order line, which requires a receipt.
- Receiving Required indicator is on the Purchase Order. It will default from the Purchasing Attributes for the item, but you can override this setting on the Purchase Order Line.

⇒ Go
⇒ Administer Procurement
⇒ Manage Shipments
⇒ Use
⇒ Return to Vendor
⇒ Header

Add*The Add - Return to Vendor dialog box displays*



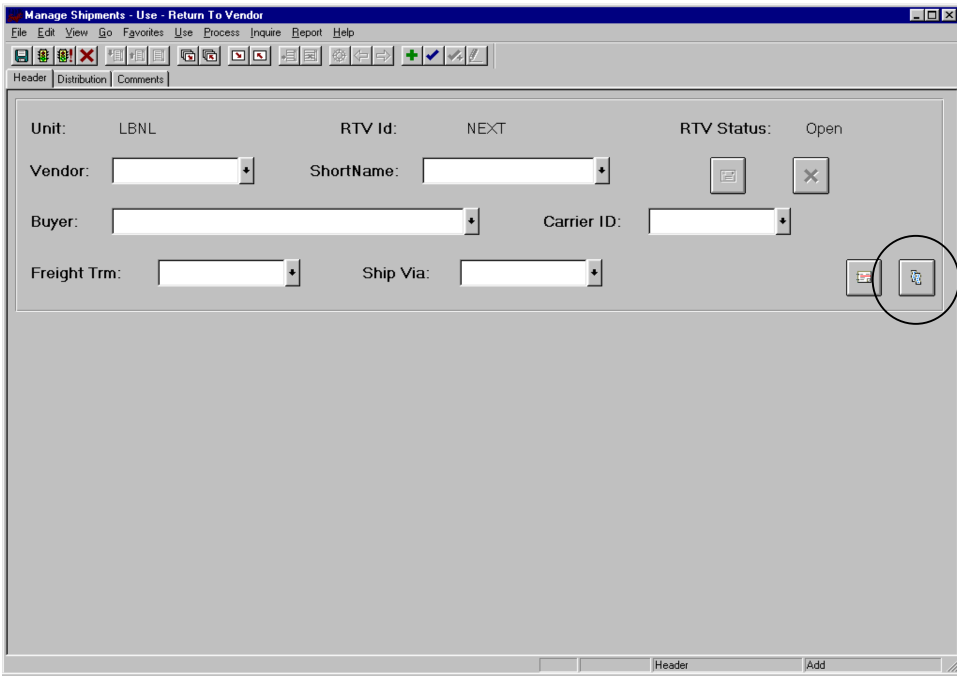
The business unit of LBNL will default in the Business Unit field.

When entering an RTV directly into PeopleSoft, accept the default of **NEXT** in the **Return to Vendor ID** field.

Click **OK.** 1

How do I do a Return to Vendor (RTV)?

The Header panel displays.



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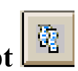
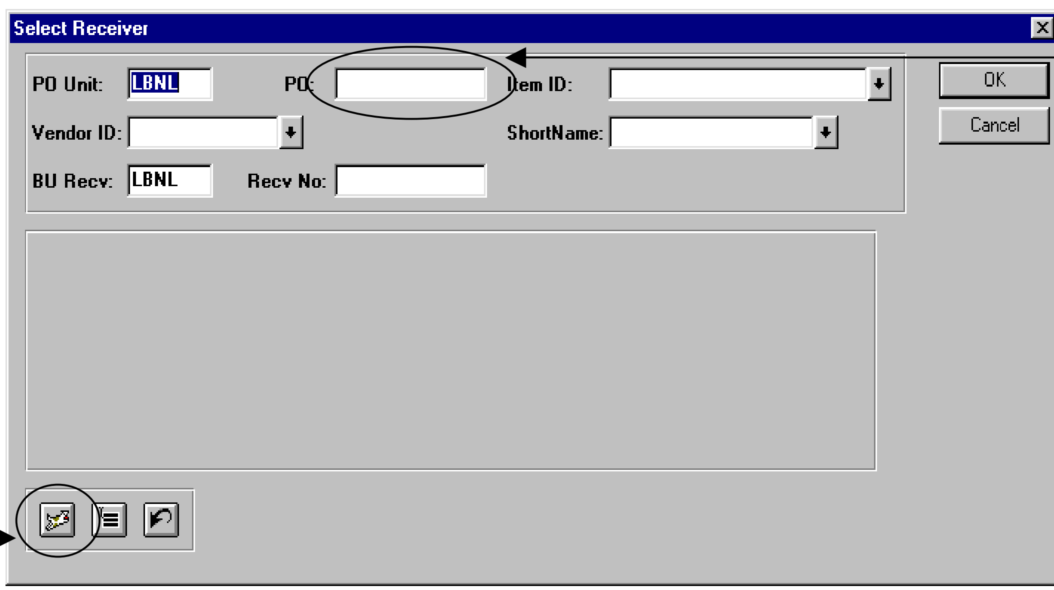
To select the Receiver for this RTV, click on the **Select Receipt**  button. 2

The Select Receiver dialog panel displays.



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How do I do a Return to Vendor (RTV)?

You use this dialog box to search for the Receiver that corresponds to the shipment you are returning. If you know the Receiver number, the search is easy; you only need to enter:

- Receiver Number
- Business Unit

If you only know the purchase order number enter it in the PO field. 3

Click on the **Fetch** button. 4

Click **OK.**

The Select Receiver panel displays

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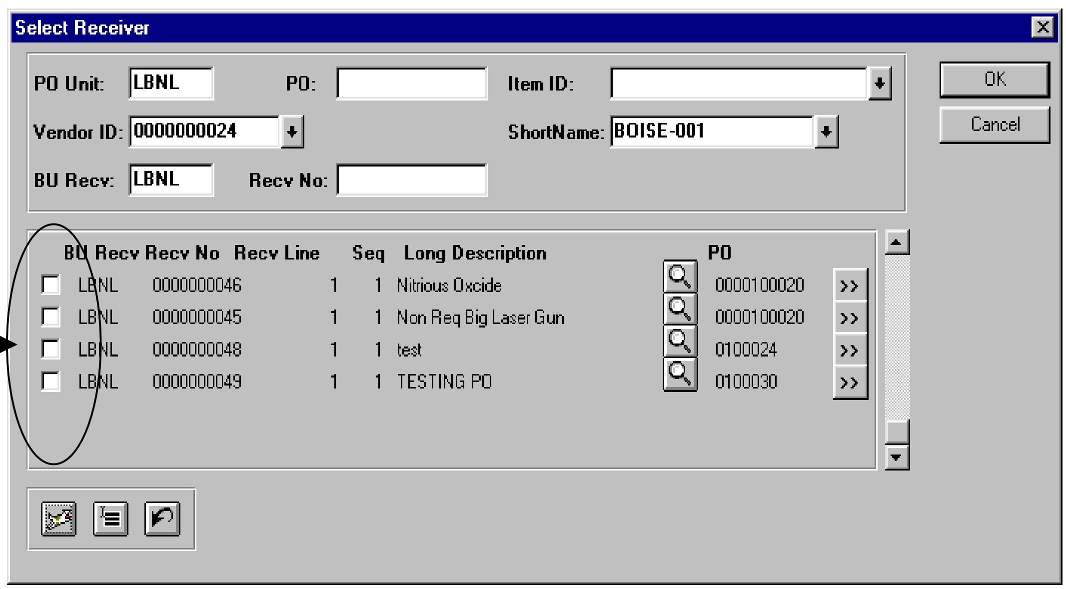
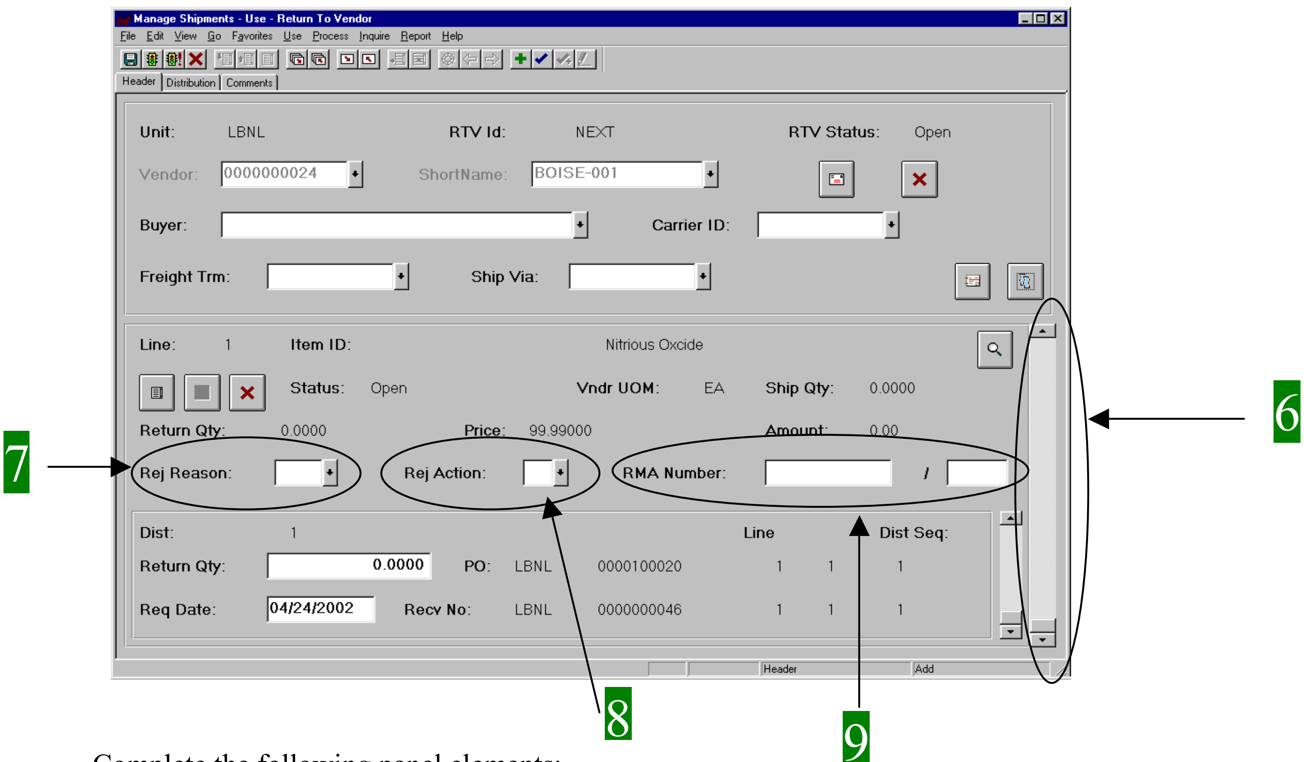


Click on box identifying the shipment received that needs to be Returned to Vendor. 5

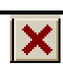
Click **OK**.

How do I do a Return to Vendor (RTV)?

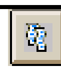
The Return to Vendor header panel displays.



Complete the following panel elements:

PANEL ELEMENT	DESCRIPTION
RTV Status	RTV Status defaults to Open when the Vendor Return is initiated. Once all lines on the return have been shipped, the Header status changes to Shipped.
Vendor and ShortName	Enter the appropriate Vendor ID or ShortName for the vendor to whom you are returning the goods.
	Click the Cancel Header button to cancel all of the lines of a return. Only RTV's in a status of Open can be cancelled.

How do I do a Return to Vendor (RTV)?

PANEL ELEMENT	DESCRIPTION
Buyer	Identifies the Buyer who is responsible for this return.
Carrier ID	Identifies the appropriate Carrier for this return. The Carrier ID is the identification number of the particular transportation company.
Freight Trm	Identifies either the seller or the buyer holding legal responsibility to the material until ownership has passed.
Ship Via	Select the appropriate Ship Via for the return. Ship Via is the route or mode of transportation of the shipment for the returned material.
	Displays the Select Receipts panel. From there, you can retrieve and choose the Receipts you plan to record the return against.

The Receipt Lines details display on the lower portion of the panel once you have made your selection on the Select Purchase Order or Select Receiver panels.

 Click the **Cancel Line** button to cancel the return of this Line.

 Displays the Item Description, along with Purchase Order and Receipt information. The Asset, Inventory and Receiving Required flags are displayed here.

The outside scroll bar is used when there is more then a single return being made on this RTV. 6

Rej Reason: 7

Select a Reject Reason for returning the product to the vendor:

- DAM - Damaged Goods
- FAL - Failed Inspection
- INC - Incomplete Shipment
- LAT - Late Shipment
- RLY - Early Shipment
- WRG - Wrong Goods or Service

Rej Action: 8

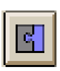
Select an action for the returned merchandise. Your selection determines valid selections for the other options on the panel.

- C - Return for Credit
- D - Destroy
- R - Return For Replacement
- V - Return to Vendor

RMA Number/RMA Line 9

The RMA Number and RMA Line can be entered if the vendor supplies this information to authorize the return of goods.

Displays the **Select Distribution** panel. You can retrieve and choose the distribution information from which to return product by clicking on this button. If there is only distribution for the selected Purchase Order or Receipt line, it will be automatically selected.



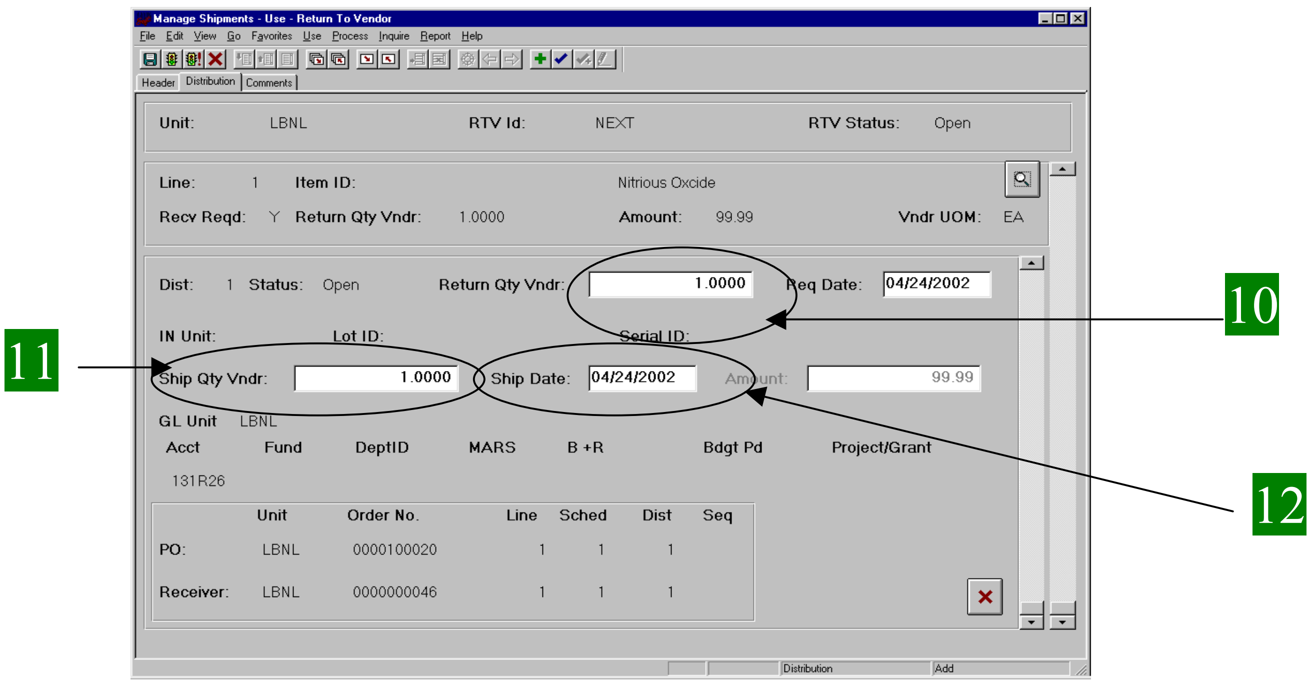
If the Purchase Order or Receipt line has been matched to an Accounts Payable voucher prior to processing the return, the **Reset Match Status** button is enabled. Click on this button to reset the Match Status on the Purchase Order or Receipt line.

This is necessary if additional vouchering activities will be processed against the already matched Purchase Order or Receipt. In the instance when a credit voucher and/or replacement voucher will be issued and processed against the returned PO, you should take this action.

Once the appropriate Receipt distribution records are selected you can enter the return quantity on the **Return To Vendor Header** panel. You can also navigate to the **Vendor Returns Distribution** panel to update the returned quantity information and shipping information.

Working with the Distributions

The next step in the Vendor Returns process is to select the appropriate distribution records. The **Select Distrib** button on the Return To Vendor Header panel opens the appropriate distribution selection panel to display the distribution line information corresponding to the current Purchase Order or Receipt line. This allows the Returns process to accurately credit the appropriate distributions.



Displays the Item Description, along with Purchase Order and Receipt information. The Asset, Inventory and Receiving Required flags are displayed here.

Return Qty Vndr 10

- Enter the quantity returned against the current Distribution line in the Return Qty Vndr field. This corresponds to the total quantity to be returned.

Req Date

- Enter the request date of the RTV. This defaults to the current date and is informational only.

Ship Qty Vndr and Ship Date 11 & 12

- These fields should be updated when the goods are physically shipped back to the vendor. Once the Ship Qty Vndr equals the Return Qty Vndr, the status of the Return Distribution line is changed to **Shipped** when the panel is saved.

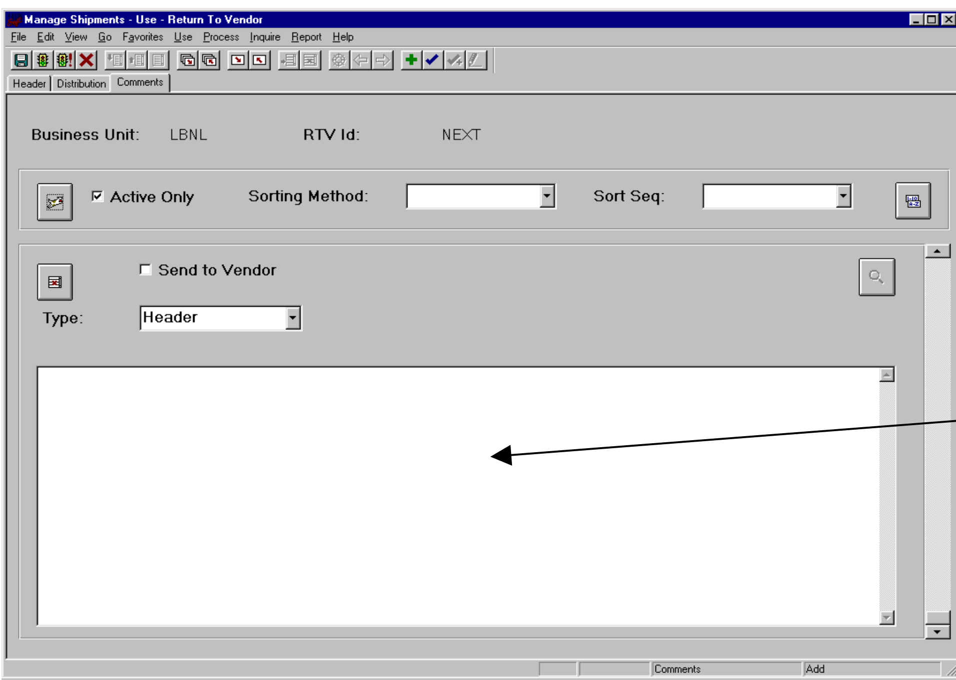
Amount

- Identifies the monetary value of the returned product.

 Click the Cancel button in the distribution portion of this panel to cancel the RTV transaction for this distribution.

Maintaining the Vendor Returns Comments 13

If any additional information is necessary to record with the Vendor Return transaction, ad hoc comments can be entered on the **Comments** panel.



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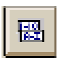
 Click on this button to retrieve any existing comments applicable to this RTV.

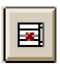
Active Only

- The Active Only checkbox indicates that only the active comments are displayed when comments are retrieved for viewing.

Sorting Method and Sort Seq

- The Sorting Method and Sort Seq control the order that comments are displayed when retrieved into the panel upon review. When reviewing comments, you can sort them by Line, EntryDtTm or Public. Public comments are those that were sent to the Vendor. The comments can appear using either the Ascending or Descending sort sequence.

 Identifies the Comment Sort PushButton. By pressing this button, you can retrieve your comments based on the Sorting Method and Sort Seq.

 The comment is inactivated by clicking on the delete line icon.

Send To Vendor

- Select the Send to Vendor checkbox to have vendor comments appear on the dispatched purchase order. If the comment is for internal use only, leave this option unchecked.

Type

- The comment is linked to the Header, Line or Ship To locations by selecting the appropriate entry from the Type drop down list.

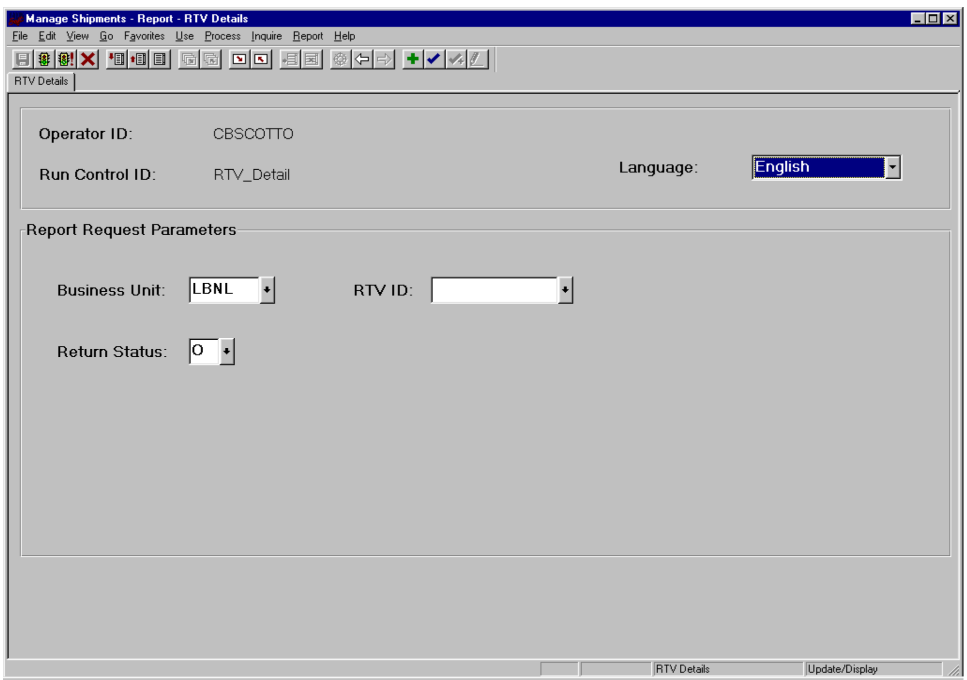
Enter the comment text in the long description field on the lower section of the panel.

Step 3: Generating an RTV Detail report

The RTV Detail Report is available at any time after the Vendor Return has been entered and saved in PeopleSoft Purchasing. This report lists the Vendor's return address, shipping method, and line item return information such as item id, description, quantity, RMA Numbers, etc.

⇒ Go
⇒ Administer Procurement
⇒ Manage Shipments
⇒ Report
⇒ RTV Details
⇒ Update/Display

The Update/Display RTV panel displays.



From the **Run Control ID**, select RTVDetail**.**

Click **OK.**

Business Unit or Return Status

- The report can be initiated for an individual Return Id (RTV ID) using the combination of Business Unit and RTV ID or for all Vendor Returns having a specific Return Status.   The valid values for Return Status include Closed, Open, Shipped or Cancelled.

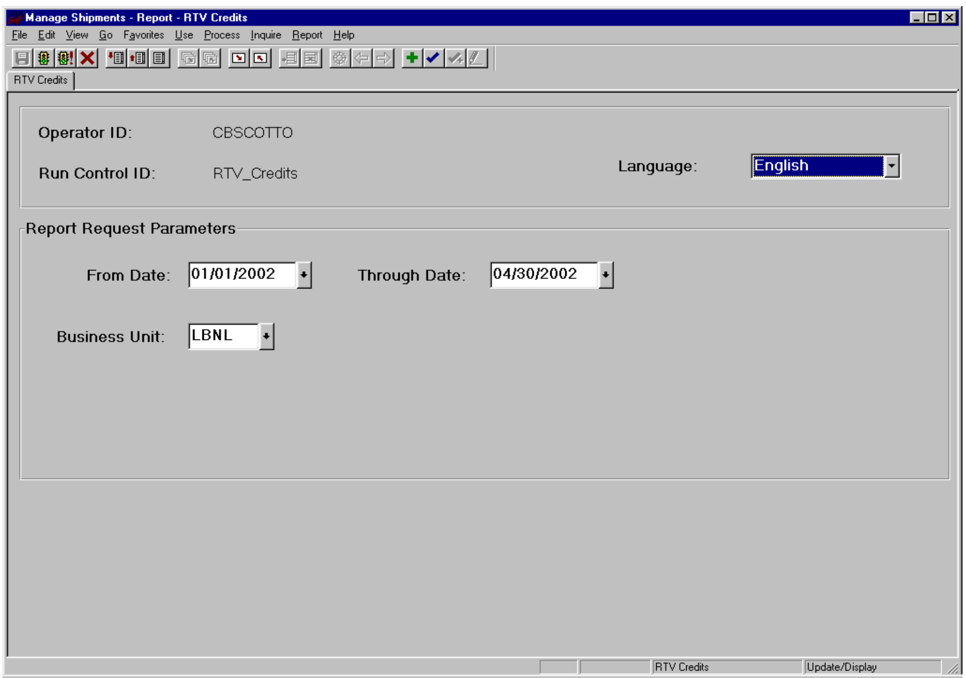
RTV ID

- Identifies the vendor identification number used for this return.

Step 4: Generating an RTV Credits report

⇒ Go
⇒ Administer Procurement
⇒ Manage Shipments
⇒ Reports
⇒ RTV Credits
⇒ Update/Display

The RTV Credit panel displays



The RTV Credits Report is available at any time after the Vendor Return is entered and saved in PeopleSoft. This report lists the RTV Return details, sorted by Vendor and RTV ID, and lists the buyer, line details, and the distribution information selected on the return. Totals are provided for each RTV ID and Vendor. **You may want to forward this report to your Accounts Payable department to enter credit vouchers for these returns.**

Business Unit or From Date - Through Date

- This report can be initiated for a PO Business Unit by designating the Business Unit on the panel or for a range of dates, by entering the From Date and the Through Date.